

To: The Honorable Mayor and City Council

From: Shannon Graham, Purchasing Manager
Purchasing Department



Date: October 13, 2015

RE: **A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT BETWEEN THE CITY OF NORTH MIAMI AND KIMLEY-HORN AND ASSOCIATES, INC., FOR THE PROVISION OF ENGINEERING SERVICES ASSOCIATED WITH THE DEVELOPMENT AND ROADWAY DESIGN OF NE 124TH STREET BETWEEN NE 8TH AVENUE AND NE 9TH AVENUE, PURSUANT TO REQUEST FOR QUALIFICATIONS NO. 12-14-15 CONTINUING ARCHITECTURAL AND ENGINEERING SERVICES, IN THE APPROXIMATE AMOUNT OF FORTY FOUR THOUSAND TWO HUNDRED THIRTY FIVE DOLLARS (\$44,235.00); PROVIDING FOR AN EFFECTIVE DATE AND FOR ALL OTHER PURPOSES.**

RECOMMENDATION

Staff is requesting that the Mayor and City Council hereby authorize the City Manager to execute an agreement between the City of North Miami and Kimley-Horn and Associates, Inc., for the provision of Engineering Services for Roadway, Traffic, & Transportation Engineering & Consulting Services, for providing professional services associated with developing contract documents, pursuant to Request for Qualifications No. 12-14-15 Continuing Architectural and Engineering Services, in the amount not to exceed Forty-six Thousand One Hundred and Twenty dollars (\$44,235) with a term of 45 days.

SCOPE OF WORK

The City of North Miami is considering design development for roadway improvements of NE 124th Street and NE 8th through NE 9th Avenue. It is the City's intention to enter into a contract with a Consultant to assist the City with the improvements of items such as

curb and gutter, milling and resurfacing, proper street markings and signage, preparing area for widening road for new asphalt, new parking spaces, new lighting, cut opening in existing wall to create entrance into city parking lot, landscaping, new sod installation in swale areas and patterned stamped asphalt where designated by the City. It is expected that the Consulting firm will act as an owner's agent for the City and provide expert level advisory services on the technology, system capabilities, and best practice procurement methods.

The following tasks are all part of this proposal:

1. Survey and Topography.
2. Procure all necessary permits.
3. Provide Contract Documents to include Project Plans to address scope of work items.

BACKGROUND

On March 24, 2015, the City issued Request for Qualifications # 12-14-15, Continuing Architectural and Engineering Services ("RFQ"), for the purpose of retaining experienced, licensed, and insured architectural and engineering firms to provide on a continuing, as-needed when-needed contract basis, the following specific professional services: Landscape Architecture/Interior Design, Roadway, Traffic & Transportation Engineering and Consulting, Water/Waste Water Engineering, Water Resources/Stormwater Design, Urban Planning & Design, and Environmental Engineering.

In response to the RFQ, Kimley-Horn and Associates, Inc. submitted its sealed qualifications for the provision of professional Roadway, Traffic, & Transportation Engineering & Consulting, and was subsequently selected by City administration as having those qualifications and references most advantageous to the City.

On June 9, 2015, the Mayor and City Council passed and adopted Resolution No. 2015-R-52, approving the selection of Consultant for the rendition of Services on a continuing, as-needed when-needed basis that consists of having a pool of professional firms ready to serve as consultants to provide the City with Architectural and Engineering related services on a continuing contract basis.

ATTACHMENTS

Proposal

RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT BETWEEN THE CITY OF NORTH MIAMI AND KIMLEY-HORN AND ASSOCIATES, INC., FOR THE PROVISION OF ENGINEERING SERVICES ASSOCIATED WITH THE DEVELOPMENT AND ROADWAY DESIGN OF NE 124TH STREET BETWEEN NE 8TH AVENUE AND NE 9TH AVENUE, PURSUANT TO REQUEST FOR QUALIFICATIONS NO. 12-14-15 CONTINUING ARCHITECTURAL AND ENGINEERING SERVICES, IN THE APPROXIMATE AMOUNT OF FORTY-FOUR THOUSAND TWO HUNDRED THIRTY-FIVE DOLLARS (\$44,235.00); PROVIDING FOR AN EFFECTIVE DATE AND FOR ALL OTHER PURPOSES.

WHEREAS, the City of North Miami ("City") desires to have a pool of professional firms ready to serve as contractors to provide the City with Architectural and Engineering related services on a continuing contract basis; and

WHEREAS, on March 24, 2015, the City issued *Request for Qualifications # 12-14-15, Continuing Architectural and Engineering Services* ("RFQ"), for the purpose of retaining experienced, licensed, and insured architectural and engineering firms to provide on a continuing, as-needed when-needed contract basis, the following specific professional services: Landscape Architecture/Interior Design, Roadway, Traffic & Transportation Engineering and Consulting, Water/Waste Water Engineering, Water Resources/Stormwater Design, Urban Planning & Design, and Environmental Engineering; and

WHEREAS, the RFQ was undertaken in accordance with Florida's Consultants' Competitive Negotiation Act, under Section 287.055, Florida Statutes (2015); and

WHEREAS, in response to the RFQ, Kimley-Horn and Associates, Inc. ("Consultant"), submitted its sealed qualifications for the provision of professional Roadway, Traffic and Transportation Engineering and Consulting Services (collectively referred to herein as "Services"), and was subsequently selected by City administration as having those qualifications and references most advantageous to the City; and

WHEREAS, on June 9, 2015, the Mayor and City Council passed and adopted Resolution No. 2015-R-52, approving the selection of Consultant for the rendition of Services on a continuing, as-needed when-needed basis; and

WHEREAS, the City is in need of Services associated with the design and development of NE 124th Street between NE 8th Avenue and NE 9th Avenue, including survey and topography, procurement of project permits, contract documents, designs and plans; and

WHEREAS, the City administration respectfully requests that the Mayor and City Council authorize the City Manager to execute an agreement for the provision of Services needed for the completion of this project.

NOW THEREFORE, BE IT DULY RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA:

Section 1. **Selection Approval.** The Mayor and City Council of the City of North Miami, Florida, hereby authorize the City Manager to execute an agreement between the City of North Miami and Kimley-Horn and Associates, Inc., for the provision of Engineering Services associated with the development and roadway design of NE 124th Street between NE 8th Avenue and NE 9th Avenue, pursuant to *Request for Qualifications No. 12-14-15 Continuing Architectural and Engineering Services*, in the approximate amount of Forty-Four Thousand Two Hundred Thirty-Five Dollars (\$44,235.00).

Section 2. **Effective Date.** This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED by a _____ vote of the Mayor and City Council of the City of North Miami, Florida, this ____ day of _____, 2015.

DR. SMITH JOSEPH
MAYOR

ATTEST:

MICHAEL A. ETIENNE, ESQ.
CITY CLERK

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:

ROLAND C. GALDOS, ESQ.
INTERIM CITY ATTORNEY

SPONSORED BY: CITY ADMINISTRATION

Moved by: _____

Seconded by: _____

Vote:

Mayor Smith Joseph, D.O., Pharm. D.
Vice Mayor Carol Keys, Esq.
Councilman Scott Galvin
Councilman Philippe Bien-Aime
Councilman Alix Desulme

_____ (Yes)	_____ (No)
_____ (Yes)	_____ (No)
_____ (Yes)	_____ (No)
_____ (Yes)	_____ (No)
_____ (Yes)	_____ (No)



September 29, 2015

Wisler Pierre-Louis, P.E.
Public Works Director
City of North Miami
776 NE 125th Street
North Miami, FL 33161

**Re: Proposal for the Design of Roadway Improvements of
NE 24th Street between NE 8th Avenue and NE 9th Avenue**

Dear Mr. Pierre-Louis:

Kimley-Horn and Associates, Inc., (hereinafter referred to as “Consultant”, “We” or “KHA”), in connection with the City of North Miami’s “Continuing Architectural and Engineering Services Roadway, Traffic and Transportation Engineering and Consulting Contract; RFQ 12-14-15 is pleased to submit this proposal to the City of North Miami, (hereinafter referred to as “Client” or “City”) to provide professional services associated with developing contract documents for NE 124th Street between NE 8th and NE 9th Avenue.

The following is our scope of services and fee.

SCOPE OF SERVICES

The City of North Miami is considering improvements on NE 124th Street between NE 8th and NE 9th Avenue. Improvements will include curb and gutter, milling and resurfacing, street markings and signage, road widening, new parking spaces and patterned stamped asphalt where designated by the City.

The following tasks are included in this proposal:

1. Survey & Topography
2. Procure project permits
3. Contract documents / design / plans

Additionally, we can provide the following optional tasks on an as needed basis:

4. Geotechnical report
5. Limited construction phase services

TASK 1 - SURVEY & TOPOGRAPHY

As part of this task, the Consultant's sub-consultant will provide a topographic survey with the limits described below:

- North – North ROW line for NE 124th Street
- East – Approximately the centerline of NE 9th Avenue
- South – Approximately 2' south of the ROW line for NE 124th Street
- West – Approximately the centerline of NE 8th Avenue

The survey will establish a base line of survey and recover sufficient right-of-way control to graphically depict full right-of-way of streets. There is no provision for individual boundary surveys or rectifying any major boundary issues within the neighborhood. The survey will establish NGVD 1929 benchmarks on site, tied to the county benchmark network. The survey will obtain cross sections on 50' intervals. Obtain high and low point cross sections. The survey will locate above ground improvements including pavement, sidewalks, driveways, and above ground evidence of utilities. Obtain rim elevations and inverts of sewer and drainage structures. Utility locations will include fire hydrants, water valves, cleanouts, meter boxes, vaults, electrical outlets and main irrigation valves. Individual sprinkler heads not included.

TASK 2 - PROCURE PROJECT PERMITS

Kimley-Horn will prepare permit applications with supporting documentation to the following jurisdictional regulatory agencies. Kimley-Horn will address up to two (2) rounds of comments for the regulatory agency submittals identified below.

1. **Miami-Dade County Traffic Engineering Division**
 - a. Roadway, paving, and traffic control systems for access
 - b. Signing and marking
2. **Miami-Dade County Department of Regulatory and Economic Resources**
 - a. Plan Review
3. **City of North Miami**
 - a. Building Department
 - i. Engineering/Public Works

No other agency approvals are included in this scope of services other than those identified above. Kimley-Horn does not guarantee the issuance of permits or approvals. If permits are issued for this project, the conditions and expiration dates are the sole responsibility of the City. Kimley-Horn is not responsible for extending time limited entitlements or permits. The City shall provide all permit fees.

TASK 3 - CONTRACT DOCUMENTS / DESIGN / PLANS**Project Kick-Off and 60% Design Development**

Kimley-Horn will perform a kick-off site visit to observe existing conditions and truth the survey. Kimley-Horn will attend one (1) kick-off meeting with the design team and the City to discuss the project, desired design elements, and to review the project schedule.

As part of this Task, Kimley-Horn will request existing utility as-built information from the major utilities providers within the project area to include water, sewer, drainage, electrical, cable, gas, and fiber optics. Once received, the existing utilities will be reviewed and depicted on the updated survey that is to be provided in Task 1. Existing irrigation system information will not be requested or included as part of this Task.

Kimley-Horn will implement the design elements discussed at the kick-off meeting with the City and then provide one (1) 60% design development set of plans for the project for review and comment. The plans will include the following:

- Roadway Plans
- Signing and Marking Plans

Upon receiving City input, Kimley-Horn will revise the design development plans listed above as part of developing the final construction documents.

Deliverables:

- Two sets of the 60% Design Development Plans in 24" x 36" format

Final Roadway Construction Documents

Kimley-Horn shall prepare Construction Documents for the proposed development based on City input during the Design Development Phase. The construction document package will include construction plans and contract documents. We anticipate the construction plans will include the following sheets:

- Cover Sheet
- General Notes
- Roadway Plans
 - Kimley-Horn will prepare roadway plans that will include dimension control and roadway layout. These plans will include driveway connections, pavement limits, curbing, concrete areas, and spot elevations for the roadway and green areas.
 - Kimley-Horn shall include existing stormwater infrastructure for the project indicating areas draining to each existing inlet. Drainage design is not part of this proposal.
- Roadway Details

We will prepare detail sheets showing the paving, drainage system, and erosion control details for the roadway plans. Where available, City, County and/or FDOT standard details and specifications will be used or referenced.
- Demolition Plans

Kimley-Horn will prepare a demolition plan for the project which will indicate paving and utility removal/relocation required for the proposed improvements.
- Erosion Control Plan

Kimley-Horn will prepare an erosion control plan for the site. The plan will indicate erosion control measures to be implemented by the contractor prior to disturbing the site.
- Signing and Marking Plans

Kimley-Horn will show proposed project signage and striping. The plans will also provide signing and marking details. Signing and marking is limited to relocating existing signs and the

design of proposed crosswalk improvements as necessary to accommodate the proposed improvements.

The effort for this task includes one (1) submittal to the City for review. The effort for this task includes addressing one (1) round of ordinary and reasonable comments at the submittal stage. Subsequent modifications resulting from significant project changes or additional review comments directed by the City shall be considered an Additional Service.

Kimley-Horn will also provide a preliminary Opinion of Probable Construction Costs at the submittal for the proposed improvements.

Deliverables

- Two sets of the Final construction plans in 24" x 36" format
- Opinion of Preliminary Probable Construction Cost

Contract Documents

Once the Final construction plans have been approved by the City, these will be used as the basis for preparing the final contract documents. The contract document package will include specifications and the City's contract or "Front End" documents. Specifications to be used for the project will include Divisions 2 thru 16 CSI formatted specifications for the materials to be incorporated into the work. The specifications will be forwarded to the City for review and approval. Contract or "Front End" documents will be provided by the City and reviewed by Kimley-Horn for conformance with the specifications and design plans.

During this task, Kimley-Horn will perform the following:

- Prepare technical specifications for inclusion into the City provided "Front End" documents.
- Determine anticipated construction time for contract purposes.
- Update the engineer's opinion of probable construction costs.
- Prepare a bid form that will list the separate pay items, estimated quantities, and units.
- Provide the City with a project description to be included in the City's "Front End" documents.

Deliverables

- Two sets of the final construction plans in 24" x 36" format
- Updated engineer's opinion of probable construction cost for the proposed improvements
- AutoCAD files of construction plans
- Electronic files of the final contract documents

TASK 4 - GEOTECHNICAL REPORT (OPTIONAL)

The Geotechnical Sub-consultant, Tierra South Florida (TSF) will perform the following services:

- One (1) Standard Penetration Test (SPT) borings to a depth of 10 feet below existing grade

- One (1) Bore Hole Permeability (BHP) test.

Boring and test location will be approximately located in the field by our personnel by measuring distances with a tape from known reference points. Elevations at boring locations can be interpreted from the survey provided in Task 1

Prior to drilling at the project site, TSF will notify the local utility companies and request that underground utilities be marked.

Upon completion of the field exploration, some laboratory testing and visual classifications will be performed on selected samples.

The results of all drilling and laboratory testing will be evaluated by a geotechnical engineer. A subsurface profile and BHP test results will be provided.

The additional services associated with this task will be provided as a lump sum fee if authorized by the City.

TASK 5 - LIMITED CONSTRUCTION PHASE SERVICES (OPTIONAL)

As the Engineer of Record, Kimley-Horn can provide limited post design services to assist the City in providing plan and specification clarifications as well as responding to requests for information (RFI's) during the bidding phase of the project. Additionally, Kimley-Horn can provide the following construction phase services:

- Project meetings
- Onsite observations (RPR)
- Shop drawing review
- Contract clarification
- Pay application review
- Project close-out

The additional services associated with this task will be provided on an as needed, hourly basis, as directed by the Client.

TASK 6 - ADDITIONAL SERVICES (OPTIONAL)

The consultant will provide, as requested and authorized by the City, additional services that may be required above and beyond those described in Tasks 1 through 5. These services may include but are not limited to such items as the following:

- Landscape and Irrigation design
- Street lighting design/FPL coordination
- Additional meetings associated with Public Involvement or City Council input.
- Drainage Improvements and Drainage Permitting
- Traffic Studies or traffic engineering services

- Environmental Engineering/Permitting
- Value Engineering after bids are received

SCHEDULE

The Consultant will provide services as expeditiously as practicable to meet a mutually agreed upon schedule.

FEE AND BILLING

The consultant will accomplish the services outlined in Tasks 1 through 3 for the Lump Sum Fee of **\$29,930.00** as outlined below. Task 4 (optional) if requested by the City will be provided at the lump fee of \$4,305.00. Task 5 (optional) if requested by the City will be provided on an hourly basis with a not to exceed budget of \$10,000.00. Office expenses have been included within the lump sum amount and include in-house duplicating, facsimile, telephone, postage, in-house blueprinting, word processing, and cellular telephone use. All permitting, application, and similar project fees if applicable will be paid directly by the Client.

TASK	DESCRIPTION	LABOR FEE
1	Survey & Topography	\$2,650.00
2	Procure project permits	\$3,735.00
3	Contract documents / design / plans	\$23,545.00
LUMP SUM FEE		\$29,930.00

OPTIONAL LUMP SUM TASKS

4	Geotechnical Report	\$4,305.00
---	---------------------	-------------------

OPTIONAL HOURLY TASKS (NOT TO EXCEED)

5	Contract documents / design / plans	\$10,000.00
---	-------------------------------------	--------------------

If authorized by the City, additional service will be billed hourly as needed.

CLOSURE

The terms and conditions of the City of North Miami's "Continuing Architectural and Engineering Services Roadway, Traffic and Transportation Engineering and Consulting Contract; RFQ 12-14-15 shall govern this scope of services.

I appreciate this opportunity to submit this proposal. If you have any questions or need additional



*Wisler Pierre-Louis, P.E.
Proposal for Engineering Services
September 29, 2015, Page 7*

information, please contact me at (954) 535-5100.

Very truly yours,

KIMLEY-HORN AND ASSOCIATES, INC.

A handwritten signature in blue ink, appearing to read "Stefano F. Viola".

Stefano F. Viola, P.E.
Project Manager

A handwritten signature in blue ink, appearing to read "Gary R. Ratay".

Gary R. Ratay, P.E.
Senior Associate

O:\Stefano\North Miami\NE 124th Street\NE 124th Street Proposal.docx

MAN POWER ESTIMATE

PROJECT:	NE 124th Street between NE 8th Avenue and NE 9th Avenue				SHEET:		
CLIENT:	City of North Miami				FILE NO:		
ESTIMATOR:	Stefano Viola				DATE:	9/29/2015	
DESCRIPTION:	DIRECT LABOR (MAN-HOURS)						
	Project Manager	Professional Engineer	Engineer	Designer	Admin	Expenses	Totals
Task 1 - Survey & Topography							
Survey & Topography						\$2,650	\$2,650.00
Task 2 - Procure project permits							
Miami-Dade County Traffic Engineering Division	1	3	4		2		\$1,340.00
Miami-Dade County DRER	1	3	4		2		\$1,340.00
City of North Miami		3	4		1		\$1,055.00
Task 3 - Contract documents / design / plans							
Project Kick-off/Site Walk Through		5	5				\$1,400.00
Utility Coordination			6		1		\$865.00
60% Design Development	2	12	35	25	2		\$9,170.00
Final Plans	2	10	14	10	2		\$4,790.00
OPC	1	2	6				\$1,280.00
Contract Documents	2	6	8		1		\$2,425.00
Specifications	1	4	8		2		\$2,010.00
Bid Documents	2	4	4		1		\$1,605.00
Task 4 - Geotechnical Report							
Geotechnical Report						\$4,305	\$4,305.00
Task 5 - Limited Construction Phase Services							
Limited Construction Phase Services						\$10,000	\$10,000.00
TOTAL HOURS	12	52	98	35	14	\$16,955.00	
LABOR RATE (\$/HOUR)	200.00	150.00	130.00	90.00	85.00	1.0	
SUBTOTAL	\$2,400.00	\$7,800.00	\$12,740.00	\$3,150.00	\$1,190.00	\$16,955.00	
PAGE TOTAL	\$44,235.00						\$44,235.00